



# *Manager's Report*

## *for Council Meeting of June 14, 2005*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

At Home Business Services  
Auto Asylum  
CD Best.Com  
Clearfocus Technologies  
Euro Blinds & Shutters  
Farmer Consulting  
Farren Square  
Gallery of Glassware  
George Mason Green Realty  
Go Forth Scientific, Inc.  
Hamilton's Painting  
J-R Professional Cleaning Service  
Jin Shin Jyutsu  
Law Office of Patricia Palmer Nagel  
Legacy Woodcrafts  
Mastec Electrical Service  
Memories  
N-V Cleaning  
Retro Gear Music  
Scott's Home Improvement  
Success-In-Mind  
Under Armour  
Ustronics.Com, Inc.  
Z Pizza

### **HUMAN RESOURCES**

New hires and terminations for the period of May 16 to June 3, 2005

#### **New Hires**

Lyle Anderson  
Michelle Parker  
Bryan Atchariyakornchai  
Duane Atkisson

#### **Position**

Utility Plant Operator Trn.  
Parking Enforcement Officer  
Utility Plant Operator  
Parking Enforcement Officer

#### **Department**

Utilities  
Finance  
Utilities  
Finance

#### **Promotions**

#### **Separations**

Justice Michlena  
Dale Martin

Maintenance Supv.  
Maintenance Wkr. II

Parks & Rec.  
Streets (EPW)

**Manager's Report**  
**PLANNING, ZONING & DEVELOPMENT**

-2-

May 24, 2005

**PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: MAY 17, 2005 – JUNE 6, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
John T. Tinney Property (405 Lafayette Terrace) TLMS-2005-0001	Minor Subdivision Plat	1 <sup>st</sup>	Proposal to subdivide one single family detached residential lot into 2 lots.
Oaklawn Townhouses TLPS-2004-0002	Preliminary Subdivision Plat	2 <sup>nd</sup>	Proposal to construct 186 townhouses on 45 acres.
Oaklawn, Phase I – Sycolin Road TLPF-2004-0020	Preliminary/Final Development Plan	3 <sup>rd</sup>	Proposal to construct Sycolin road improvements related to Oaklawn at Stratford.
Western Loudoun Medical Center	Sketch Plan	1 <sup>st</sup>	Proposal to construct a 95,000 square feet building for medical office use.
Leesburg Plaza Shopping Center TLRD-2005-0007	Revision to Approved Development Plan	1 <sup>st</sup>	Proposal to construct certain sewer line revisions.
Barber & Ross (Loudoun County Temporary Park & Ride) TLDW-2005-0004	Development Plan Waiver		Proposal to construct a temporary parking for a Loudoun County park and ride lot.
Bernard Carlton Subdivision, Lots 1-5 (Leesburg Commerce Center & Veterinary Specialists) TLBV-2004-0002	Boundary Line Vacation Plat	2 <sup>nd</sup>	Proposal to vacate interior lot lines of five existing commercial lots into 2 lots.
God's Children Learning Center (101 Davis Avenue)	Revision to Approved Plan	1 <sup>st</sup>	Proposal to extend a section of storm sewer.
Potomac Station Retail, Parcel B (RPB-728-LC) TLES-2005-0011	Easement Plat	1 <sup>st</sup>	Proposal to revise certain easements in conjunction with proposed revisions to the approved development plan.
Potomac Station Retail, Parcel B (Arby's) TLPF-2005-0004	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a drive-thru fast food restaurant.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MAY 17, 2005 – JUNE 6, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Truckers Supply	Request for Preliminary/Final Development Plan Authorization	2 <sup>nd</sup>	
Loudoun County Fire & Rescue Training Center Expansion	Loudoun County Referral	3 <sup>rd</sup>	Proposal to expand the existing Fire & Rescue Training Center.
Henderson Property (115 Prince Street) TLPS-2005-0001	Sketch Plan	2 <sup>nd</sup>	Proposal to subdivide 2 existing lots into 5-6 single family detached residential dwelling lots and related improvements including a public street.
Dulles Greenway/Battlefield Parkway Interchange	Sketch	1 <sup>st</sup>	Construction of interchange for Dulles Greenway/Battlefield Parkway including section of Battlefield that extends to Evergreen Mill Road in relation to Oaklawn at Stratford.
Dulles Greenway/Battlefield Parkway Interchange	Sketch	2 <sup>nd</sup>	Proposal to construct the Dulles Greenway/Battlefield Parkway Interchange at Oaklawn at Stratford.
Truckers Supply	Request for Preliminary/Final Development Plan Authorization	2 <sup>nd</sup>	
Holy Trinity Lutheran Church (605 West Market Street) TLPF-2003-0010	Preliminary/Final Development Plan	3 <sup>rd</sup> Insert	Construction of a 10,581 square foot building expansion onto the existing church building for expansion of child care and church uses.

Star Pontiac, Buick, GMC Building Expansion TLPF-2004-0013	Preliminary/Final Development Plan	3 <sup>rd</sup>	
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**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:  
MAY 17, 2005 – JUNE 6, 2005**

<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
710 Valley View Avenue	Sketch Plan	1 <sup>st</sup>	
Potomac Crossing, Church of Latter Day Saints TLPF-2004-0022	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct a 16,000 square foot church and related infrastructure.
Potomac Crossing, Church of Latter Day Saints (4302-ESMT) TLES-2005-0014	Easement Plat	1 <sup>st</sup>	Proposal to create various easements in conjunction with the proposal to construct a 16,000 square foot church and related infrastructure.
Bernard Carlton Subdivision, Lots 1&-2 (Leesburg Veterinary Specialists) TLPF-2005-0005	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a 18,300 square foot building for a veterinary clinic.
B & M Motorcars TLSE-2005-0018	Special Exception	2 <sup>nd</sup>	Proposal to construct a 4,152 square foot building for vehicles sales and rental use.

**ZONING DIVISION****Zoning Permits Issued Residential**

2 SFD - Rosebrook - \$120,000  
8 SFA – Potomac Crossing Section 10 - \$55,000  
1 SFD – Stowers Section 3 – \$100,000

**Zoning Permits Issued Commercial**

None

**Occupancy Permits Issued Residential**

3 SFA – Potomac Station Section 10  
2 SFD - Beeler  
3 SFA - Potomac Crossing  
5 SFD – Stowers

**Occupancy Permits Issued Commercial**

629 Potomac Station Drive - interior fit-up – Potomac Station Retail  
751 Miller Drive #F-1 – interior fit-up – Leesburg Airpark  
750 Miller Drive #B-2 - interior fit-up – Leesburg Airpark  
803 Sycolin Road #105 – interior fit-up – Loudoun County Farm Bureau

**SPECIAL EXCEPTIONS: 19 ACTIVE OR UNDER REVIEW FOR ACCEPTANCE**

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford, seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments were sent to the applicant on January 31, 2005. Second submittal review comments were sent to applicant on May 20, 2005. A public hearing before the Planning Commission is scheduled for June 16, 2005.

2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
4. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. The Commission advised the applicant to revise the application for resubmission. A revised application was expected to be submitted around June 8, 2005. This application will track behind the rezoning application.
5. TLSE-2004-0009 Meadowbrook, Bank Drive-Thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. The Commission advised the applicant to revise the application for resubmission. A revised application was expected to be submitted around June 8, 2005. This application will track behind the rezoning application.
6. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. The staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. The Commission advised the applicant to revise the application for resubmission. A revised application was expected to be submitted around June 8, 2005. This application will track behind the rezoning application.
7. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests approval to rent autos to auto body shop patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004, and rejected for acceptance on May 12, 2004. The application was resubmitted and accepted for review on October 5, 2004. Review comments were forwarded on November 12, 2004. The Planning Commission public hearing was held on May 5, 2005, at which time the Commission recommended approval of the application by a vote of 5-0 (2 absent). The Town Council public hearing is scheduled for June 14, 2005.

8. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004. Second submission plans were received on January 28, 2005. Second submission referral comments were forwarded to the applicant on March 14, 2005. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the applicant had the proper owner's authorization on the application, and whether the current owner agrees to permit the application to continue.

9. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.

10. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.

11. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.

12. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially

accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.

13. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.

14. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.

15. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.

16. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build an 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004.

Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). the applicant is expected to submit revised drawings for further review.

17. TLSE-2004-0030 Corner Stone Chapel Daycare. Located at 742 Miller Drive. SE. The applicant, trustees of the Cornerstone Chapel, seek to expand existing Special Exceptions 97-01 and 97-08 pursuant to section 3.4 of the Town of Leesburg Zoning Ordinance to add 3,600 square feet classroom space to the existing structure. First submittal comments were due March 21, 2005 and comments were sent to the applicant on April 28, 2005. Second submission items were received from applicant on May 17 and May 27 and referral comments are due June 24, 2005. A public hearing before the Planning Commission is scheduled for July 7, 2005.

18. TLSE-2005-0003 PetsMart Veterinary Hospital. Located in the Leesburg Plaza Shopping Center at the old K-Mart site, applicant Petsmart, Inc. seeks to obtain special exception approval for a 2,000 sq. foot veterinary hospital within a Petsmart retail store. The application was accepted for review on April 15, 2005. First submittal review comments are due on May 18, 2005. First submittal review comments were sent to applicant on May 19, 2005.

19. TLSE-2005-0002 B&M Motor Cars. Located in the Leesburg Park Shopping Center, applicant Vasily Mulyar seeks to obtain special exception approval for vehicle sales and rental facility in the B-3 District at 911 Edwards Ferry Road comprised of a 4,152 square foot building with four service bays and outdoor vehicle sales area. The application was accepted for review on March 15, 2005. The second submission was received on May 31, 2005 and referral comments are due June 24.

### **REZONINGS: 5 ACTIVE**

1. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission reviews were forwarded to the applicant on August 3, 2004. Staff is currently waiting for plans to be resubmitted. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

2. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes, seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, and staff is currently waiting for plans to be resubmitted. The applicant had indicated a target date of November 15, 2004 for submission of revised plans. The second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. A special work session was held on March 28, 2005 to continue review. Revised plans are anticipated from the applicant around June 8, 2005. No date for a vote has been determined.

3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.
4. TLZM-2004-0007 Corner Stone Chapel Daycare. Located at 742 Miller Drive. SE. The applicant, trustees of the Cornerstone Chapel, seek to amend Proffer #10 of #ZM-58 Richlynn Development, Inc. to reduce a 25-foot side and rear setback to 20 feet in order to permit Cornerstone Chapel to build add 3,600 square feet of classroom space to an existing building. First submittal comments were due March 21, 2005. Comments were sent to the applicant on April 28, 2005. Second submission items were received from the applicant on May 17 and May 27 and referral comments are due June 24, 2005. A public hearing before the Planning Commission is scheduled for July 7, 2005.
5. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed use community containing 352 Multi-Family units with 90 units in the two-over-two configuration that resembles townhouses. And the remaining units located in a vertical mix above the office and retail use, and 74,890 square feet of retail and office space. First review comments were due April 15, 2005. First review comments have been sent to the applicant for response on May 5, 2005.

**TOWN PLAN AMENDMENTS: 2 ACTIVE**

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.
2. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI Services, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. On February 11, 2005 VDOT issued a letter approving the redesign at the interchange to a modified



diamond. Revised plans were received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant is expected to submit revised drawings for further review.

**ZONING ORDINANCE AMENDMENTS:**

1. ZOAM-2005-0001 Noise Limitations. Council initiated amendments to the Zoning Ordinance at the January 11, 2005 meeting under Resolution No. 2005-07. A public hearing before the Planning Commission is scheduled for June 16, 2005.

**BOARD OF ZONING APPEALS CASES**

None at this time.

**BOARD OF ARCHITECTURAL REVIEW CASES**

At the B.A.R. meeting on May 16, 2005, 5 cases were considered, with the following result: 4 approved and one (1) deferred for additional information. The next regularly scheduled B.A.R. meeting is June 20, 2005 at 7:30 p.m. and will include fifteen cases.

**WATER & SEWER ADMINISTRATION****During this time frame:**

- 35 Public Facility Permits were issued totaling \$394,821.
- 29 work orders were issued for meter sets.
- 17 requests for occupancy inspection were issued.

**Capital Projects Update:**

- Ten plans, six shop drawings and ten Verizon permits were received and reviewed with one request for water and sewer system computer modeling received.
- Staff attended several meetings with developers regarding proposed development plans.
- Staff and the engineer are proceeding with preparation of the special exception application for two elevated storage tanks, one of which would be located within the town limits.
- Construction activities have begun on the Woodlea Manor Booster Station.
- Work on the water system improvements has been suspended due to contractor's commitment.
- The newly developed water maps by the GTG Group have been received and distributed to all interested parties.
- The Utility department EMS group has selected a logo, submitted their first homework assignment and will be attending the second workshop in mid June.
- Bids for the Utility Maintenance Building have been received and are under review.

**UTILITY LINES DIVISION****Installations made during this period:**

- A flush mount yard hydrant was installed at Georgetown Park
- A one inch tap and service was installed at the entrance to Woodlea Drive.

**Training:**

- Daryl Campbell, Joe Duplan, Chris Kelley and Jorge Melendez attended Nassco training class at the Utility Lines Division.
- Jamie Morin, Mike Mayl, Jason Ziemann, Hank Woodward and Ricky Schooley attended a grout pump training class.

**Routine Items Include:**

- Turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging

**Summary Programs**

- Performed complete maintenance on 181 fire hydrants.
- 14 new connections to the town utility system
- 1 water leak repairs
- 2 water main breaks were repaired
- 917 requests to locate utilities

TOWN OF LEESBURG

Full-time vacancies as of June 3, 2005

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b>OCPM</b>	1	Admin. Assoc. II	7/1/05	√	√				
<b>Eng &amp; PW</b>	1	Senior Engineer-Stormwater Management	7/1/04	√	√	√	√		
	1	Chief of Engineering	11/30/04	√	√	√			
	1	Maintenance Worker II	4/29/05	internal recruiting	√	√	√		
<b>Executive</b>	1	Town Attorney	pending	√	√				
	1	Mngmt. Specialist	7/1/05	√					
<b>PZ&amp;D</b>	1	Sr. Planner (Historic Preserv)	1/11/05	√ readvertised	√	√			
	1	Planner	3/18/05	√	√	√	√		
	1	Admin. Associate II	4/15/05	external recruiting began on 5/5	√				
<b>P&amp;R</b>	1	Recreation Program Supervisor – Special Events	3/7/05	√	√	√	√	√	√
	1	Outdoor Facilities Supervisor	4/13/05	√	√	√	√	√	√
	1	Maintenance Supvr./ Recreation Facilities	5/26/05	√					
<b>Police</b>	1	Police Records Asst.	2/24/05	√	√	√	√		
	4	Police Officer I	4/7/05	√	√	testing held on 5/21			
<b>Utility Admin</b>	1	Senior Engineer	7/1/02	external recruiting began on 5/3	√				
<b>Utility WPCD</b>	1	Utility Plant Operator or Trainee	2/11/05	√	√	√	√	√	√
<b>Utility Lines</b>	1	Office Associate I	5/6/05	√	√	√			
<b>Utility WSD</b>	1	Water Plant Operator Trainee	3/21/05	√	√	√	√	√	√
<b>Total</b>	21								

\*\* Interviews and background checks are taking place for two part-time Parking Enforcement Officers through the Finance Dept. and one part-time Library Associate position being advertised through the Balch Library. Also, there is a part-time Office Associate I position and a temporary part-time Office Associate I position advertised for the Human Resources Department.

John A. Wells